

Amended Matrix/ Master Mailing List - Adding creditor

LF 2002-1

Instructions:

Use this event if adding creditors to the mailing list when it is not included as part of amended schedules.

If filing amended schedules D, E, or F at same time as amended matrix or mailing list, attach amended matrix /mailing list as attachment to schedules (See **Amended Schedules**). This avoids being charged the fee twice.

Step 1 - File Amended Matrix/Master Mailing List

Select *Bankruptcy*

Select *Miscellaneous Activities*

Enter case number

Verify case number is correct

Select Document Event: [Amendment to Master Mailing List - Adding \(fee\)](#)

Select Party

- Party filer not listed, Add/Create New Party

Browse, verify and attach the correct pdf file

- Add attachments, if applicable

Review Docket Text for accuracy

Warning!! Verify entry is correct before submitting.

Step 2 - Add additional creditors

- Creditor Maintenance - enter creditors individually OR
- Upload creditor matrix - text format only